

CITY OF CABOT

Job Description

Job Title: Deputy Court Clerk

Newest Revision: July 26, 2013

Department: Courts

Reports To: Chief Court Clerk

FLSA Status: Non-Exempt

Supervisory Responsibilities: None

Salary Survey Reference: Deputy Court Clerk

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible

Job Summary: Processes court documents and payments as assigned by Chief Court Clerk in timely manner to ensure the efficiency and effectiveness of the court system.

Essential Duties and Responsibilities:

- 1) Enter affidavits for arrest into database for issuance of warrants.
- 2) Perform background checks in court database.
- 3) Prepare folders for all court cases set for plea.
- 4) Prepare civil and small claims filings.
- 5) Clerk for the judge on civil and small claims court days.
- 6) Handle all aspects of civil and small claims.
- 7) Filings from onset to disposition, which will require folder and ledger maintenance.
- 8) Administer oaths for warrants.
- 9) Greet the public at the window.
- 10) Enter all citations issued and warrants served in court database.
- 11) Receive and process payments using computer including daily balancing of drawer.
- 12) Accept and process papers for service.

- 13) File and answer phones.
- 14) Assist the Chief Clerk in the courtroom.
- 15) Print daily reports and make daily deposits in the absence of the Chief Clerk.
- 16) Work with Probation Officer on the processing of fine payments.
- 17) All other duties assigned.

Minimum Qualifications:

- 1) High school diploma or GED equivalent.
- 2) Have and maintain a current valid Arkansas Drivers' license before and during employment.
- 3) Some form of collections experience.

Additional Knowledge, Skills, or Abilities Needed:

- 1) Knowledge of good filing and record keeping methods.
- 2) Knowledge of current laws and practices for District Courts.
- 3) Skills in multi-tasking.
- 4) Ability to read and interpret documents and write proper correspondence.
- 5) Ability to speak effectively with citizens, business professionals, or employees of the City.
- 6) Ability to keep track of details.

Physical Requirements:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	x	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more		x
Work involves earth moving equipment or commercial motor vehicles		x
Work involves the operation of non-commercial vehicles		x
Work involves the operation of motorized equipment		x
Work involves bending, twisting, or reaching out in different positions	x	
Work involves climbing up or atop structures		x
Work involves crawling or being in confined spaces		x
Work involves being outside or exposed to extreme high or low temperatures over a long period of time		x
Work involves running or jumping		x
Work requires distance vision (20 feet or more)	x	
Work involves being able to detect colors		x
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	x	
Work involves typing on the computer for an extended period of time	x	
Work involves staring at a computer screen for an extended period of time	x	
Work involves long periods of sitting or standing without break	x	

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources Director (Print/Sign/Date)